



# Cow Creek Government Office

## Position Description

**Position Title:** Preschool Head Teacher

**Department:** Education

**Reports To:** Education Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised** 5/2019

**Full Time Position**

## Preschool Head Teacher Job Description and Expectations

### PURPOSE:

The Preschool Promise Head Teacher will provide educational expertise, guidance, and training to all Yimisa' Preschool Promise education staff and directly supervise teaching assistants. The Head Teacher provides leadership to the preschool team and oversees day to day operation of Yimisa' Preschool. The Head Teacher develops strong nurturing relationships with children and provides them with a developmentally appropriate learning environment, with meaningful experiences in preparation for a successful kindergarten experience. The Head Teacher develops quality partnerships with families and encourage family engagement in their child's learning. She/he works with the staff implementing the Preschool Promise grant implementing all aspects of the interagency agreements. She/he is committed to improve his/her own competence through ongoing academic and practical training. The Head Teacher is responsible for meeting Preschool Promise standards and following the Agency policies and procedures.

### ESSENTIAL JOB DUTIES:

- I. CHILD EDUCATION AND CURRICULUM
  - A. Work directly with children individually, in small and large groups
    - Provide for their safety, guidance, and educational development;
    - Plan and conduct educational program that best characterizes developmentally appropriate practice in the Early Childhood Education field;
    - Individualize children's education program;
    - Use the assessment information to individualize the curriculum to build on each child's prior knowledge and experiences and to provide curriculum experience that support learning and development;
  - B. Apply to all children principles of diversity, equity and racial justice. Applies, to the extent possible, principles of least restrictive environment for children with disabilities.
- II. OBSERVATIONS, SCREENING & RECORD KEEPING
  - A. Conduct developmental screening and assessments for assigned children
    - Complete and submit within the required deadlines

- B. Take accurate, objective and complete observations daily on assigned children
    - Enter observation data into the data management systems in a timely manner;
  - C. Maintain accurate and timely written and electronic records
    - Complete data entry of records in required data base systems within required timeframes/deadlines;
- III. PARENT PARTNERSHIP/FAMILY ENGAGEMENT
- A. Develop partnerships with parents in regards to their child/children.
    - Participate in family activities, i.e., parent meeting, family days, etc.
    - Provide informal training at parent meetings as required.
- IV. COMMUNICATION AND DEBRIEFINGS
- A. Facilitate effective communication between Preschool Promise staff, parents, and the community.
    - Encourage and promote problem solving within the Preschool Promise team
    - Conduct biweekly meetings with Preschool Promise team
    - Act as a liaison between the preschool and the community
- V. SUPERVISION
- A. Provide supervision for all Preschool Promise staff.
  - B. Address personnel issues and Preschool Promise site needs.
  - C. Coach and train volunteers in Preschool Promise Site.
    - Serve as a model teacher for adults at the site.
- VI. OPERATIONS
- A. Manage all daily preschool operational needs.
    - Oversee and ensure confidentiality of all record-keeping, data entry, and record storage;
    - Schedule and ensure adequate staffing;
    - Maintain Preschool Promise budget and site supplies;
    - Oversee ongoing Preschool Promise inspections with fire, child care, health department and any other needed agencies
    - Act as liaison with the School District and Preschool Promise coordinators when required;
- VII. STAFF EDUCATION
- A. Participate in regular training and technical assistance activities with the Education Department.
    - Actively seek to maintain and increase competencies.
    - Serve as on-site educational resource for all classroom staff.
- VIII. INTERACTION WITH CHILDREN, PARENTS, AND CO-WORKERS
- A. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents, and co-workers
  - B. Must use quick, safe reactions and responses in dealing with children or situations that involve children.
- IX. WORK ENVIRONMENT AND SAFETY
- A. Maintain a safe and pleasant work environment.
  - B. Follow safety regulations, policies, and procedures.

C. Actively contribute towards promoting a safe workplace & environment.

X. OTHER DUTIES

May be assigned other related duties as appropriate and within the scope of general responsibilities for this position.

**REQUIRED JOB SPECIFICATIONS:**

1. **Education:** BA/BS or AA/AS in ECE or Child Development preferred or have obtained at least a 9.0 on Oregon Registry. Requires a minimum number of hours of professional development per year to meet Preschool Promise regulations.
2. **Certification or Accreditation:** Enrollment in the Oregon Registry Pathways; CPR/First Aid Certification; Food Handler Certification.
3. **Experience:** Minimum two year teaching young children age birth to 8 years, preschool age specific preferred; experience mentoring, coaching, and leading others in the ECE field, direct staff supervision responsibilities preferred. Minimum two years staff supervision.
4. **Essential Skills:** Excellent interpersonal, verbal and written communication skills and computer proficiency. Ability to apply the understanding of developmentally appropriate activities of children; meet and promote the social-emotional, physical and cognitive development needs of children. Ability to provide and model best practice in ECE and to facilitate team development. Leadership, staff training and supervision abilities necessary.
5. **Essential Mental Abilities:** Must be organized, flexible and resolution oriented. Ability to multi-task, make sound judgments and demonstrate appropriate role modeling. Ability to maintain full and complete attention to children at all times. Ability to work as a team member and to be self- directed.

Working conditions include indoor/outdoor environments, preschool center classrooms, playgrounds, offices, frequent local travel and occasional out-of-town travel.

**EMPLOYMENT CONTINGENT UPON:**

- Central Background Registry enrollment
- Enroll in Oregon Registry
- Valid Oregon driver's license
- Current First Aid/CPR certification within 30 days of employment
- Obtain Food Handlers Certificate
- Obtain other required certifications within 45 days of employment